

7. **TRAINING NEEDS/OTHER RECOMMENDATIONS:** In addition to findings, the Board may make a recommendation that the incident warrants training, either for the officer(s) involved, or the department as a whole. The recommendation does not require a finding that the officer(s) actions were not justified or out of policy and do not constitute discipline. The recommendation will be forwarded to the training sergeant who will prepare a written report and send it to the PSS Commander or designee.

The Board may also make other recommendations it deems appropriate. Such recommendations are advisory only, and do not bind the Chief of Police who has discretion to follow or decline Board recommendations.

8. **UNRELATED POLICY VIOLATIONS:** If the Chairperson determines an incident under review by the Board involves possible policy violations unrelated to a use of force, the Chairperson will refer the matter to Professional Standards Section for review to determine if an investigation is warranted

9. **BOARD OF REVIEW REPORTS**

- a. Quarterly, the PSS detective will submit a Board of Review report to the Chief of Police through the Chairperson containing the following summary:
 - 1) The circumstances pertaining to each incident reviewed
 - 2) The board's deliberations and findings
 - 3) Trends that may indicate policy or training modifications
- b. The report will be filed in the Professional Standards Section for further reference and proof of compliance. If training needs are identified, the report will be forwarded to the Training lieutenant for appropriate action.

**F. CITIZENS' REVIEW PANEL
FOR REVIEW OF COMPLAINTS
AND USE OF FORCE**

[1.2.9] [4.2.3] [26.2.1]

1. **DEFINITION:** A volunteer citizens' panel for review of police complaints and use of force issues, governed by City Ordinance 3135, and acting in an advisory capacity to the Police Chief
2. **MEMBERS** are appointed by the Mayor and approved by the City Council
 - a. **Full Panel:** 15 citizen members selected from residents of the city, appointed by the Mayor, subject to approval of the Council, and six police department members (includes three alternates)
 - b. **Sub-Panels:** Three police department members and five citizen members, with citizen members and chairperson for each sub-panel selected by the City Manager
3. **CITIZENS' TERMS OF OFFICE**
 - a. Three years
 - b. Vacancies during a term in office are filled for the remainder of the unexpired term in the same manner as the original appointment

4. **CITIZEN MEMBERSHIP REQUIREMENTS**

- a. No felony convictions
- b. No misdemeanors convictions involving moral turpitude
- c. Successful criminal history records check prior to appointment
- d. Completion of the Chandler Police Department's Citizens' Academy within one year of appointment
- e. Training in use of force, open meeting laws, executive session, and other areas designated by the City Manager and the Chief of Police

5. **POLICE MEMBERSHIP:** The Chief of Police selects six police department employees, three of whom are alternates, to serve as members of the panel. Police employees may not hold the position of chair or vice chair.

- a. **Primary**
 - 1) Division commander, indefinite term
 - 2) First line supervisor, two-year term
 - 3) Line officer, two-year term
- b. **Alternates**
 - 1) Division Commander, indefinite term
 - 2) First line supervisor, two-year term
 - 3) Line officer, two-year term

6. **FULL BOARD MEETINGS**

- a. **Date/Time:** Held in the police community room on the first Tuesday of each calendar quarter at 7 p.m., or more frequently as needed
- b. **Court Recorder:** Takes minutes and provides a transcript of each meeting and submits minutes with approval signature of the chairperson to the City Clerk's Office
- c. **Primary Commander Organizes Meeting:**
 - 1) Forwards notice of meeting with agenda by e-mail to City Clerk on city e-mail (Special meetings require 24-hour notice)
 - 2) Coordinates the agenda
 - 3) Secures meeting room
 - 4) Notifies members
 - 5) Provides for a court recorder
 - 6) Monitors attendance (Three consecutive regular meeting absences without consent of the panel constitutes a resignation)
 - 7) Moderates meeting
- d. **Quorum:** Eight citizen members and three police members

7. **SUB-PANEL MEETINGS** dealing with confidential personnel matters are executive sessions and subject to A.R.S. § 38-431.03

- a. Members are selected by the City Manager to review the record of:
 - 1) **All police shootings** and incidents where direct physical force results in serious physical injury or death per A.R.S. §13-105.3
 - 2) **The findings of an IA** investigation of not sustained, unfounded, or exonerated citizen complaints when the citizen requests a review of findings within 30 days from date of notification of the findings of a Police Department investigation
 - 3) **Any police incident** at the request of the Chief of Police
- b. **Quorum:** Three citizen members and two police members selected by the City Manager

- c. **Recommendations:** After review, each review panel will make one of the following recommendations to the Chief of Police:
 - 1) Agree with the findings of the police investigation
 - 2) Disagree with the findings of the police investigation
 - 3) Recommend further investigation is warranted
 - 4) **May recommend** training, policy changes, commendable actions, preventive or corrective measures, except employee discipline
- 8. **RECOMMENDATION DUE DATE: Within six months** of receiving the police department report pertaining to a complaint. The panel may extend the period for up to one year upon a majority vote of the panel.
- 9. **ANNUAL REPORT:** The primary division commander will coordinate an annual report to the City Council each July with the number of reviews conducted and recommendations made during the past year
- 10. **CHIEF OF POLICE'S REVIEW WITH CITY MANAGER**
 - a. Review the recommendations of the Panel and sub-panels quarterly
 - b. May review recommendations with the City Manager more often, if necessary or for the good of the City or the Police Department

